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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2004  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #13**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Mary Ann Chartrand, Director  
Grants Coordination and School Support

**DATE:** June 1, 2004

**SUBJECT:** **CACFP Fiscal Year 2005 Agreement and Application Renewal**

Last year, your agency completed the renewal of the Child and Adult Care Food Program (CACFP) application using the Child Nutrition Application Program (CNAP). CNAP is scheduled to be available July 15, 2004, for CACFP renewals for the 2005 fiscal year. Please complete the renewal on CNAP and download a copy of the completed application to keep in your current year files. **Fiscal Year 2005 CACFP CNAP Applications must be submitted, complete and correct, approved and certified by August 31, 2004.**

CNAP and the Claim for Reimbursement – SM-4213-C can be accessed through their respective link on the MEIS website: <http://michigan.gov/meis>. **NOTE: This is a new URL.** If you have bookmarked the old address, you should change it to the new one.

Prior to proceeding with CNAP, please complete and return the enclosed Child and Adult Food Program Security Access Form. **The due date is June 30, 2004.** Security rights to the Child and Adult Care Food Program web-based reporting systems must be reviewed and updated on an annual basis. To assist you in this process, the Child and Adult Care Food Program Security Access Form has been revised to include security access authorization for CNAP and the Claim for Reimbursement. Once the security access form(s) is returned to us and processed, you will be able to complete and submit the Child and Adult Care Food Program application on CNAP.

Please read the CACFP Security Access Form carefully to determine who should be authorized to submit the data for CNAP and/or Claim for Reimbursement. Designated officials may then assign other individuals lower-level access rights to these applications. The enclosed “MEIS-Application: Adding Lower-Level Access Rights” descriptions will assist you in determining how the access should be assigned.

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June 1, 2004

Several people in your agency may be involved in certifying this information. A separate form must be completed, authorized, and submitted for each designated individual. When the forms are received in our office, we will check who currently has security rights to CNAP and the Claim for Reimbursement. If the designated individual is the same as last year, security rights will remain in place for the new fiscal year. Access rights will be removed for users who do not submit a security access form for CACFP FY 2005.

Please remember that any time during the year there is a change to the designated individual, a new Security Access Form must be submitted for the replacement designee. The form is available on the MEIS home page: <http://michigan.gov/meis>.

Complete and return the Security Access Form by **June 30, 2004**. Send questions to [MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov) or call (517) 373-7391.

Enclosures

Michigan Department of Education  
Grants Coordination and School Support  
**Child and Adult Care Food Program Security Access Form**  
**Annual Renewal**  
**Due Date: June 30, 2004**

This form is required for each person requesting Level 3 "Enter/Certify" security access rights to any on of the following Michigan Department of Education Information System (MEIS) applications:

- **CNAP** – Child Nutrition Application Program – Application/Renewal for Fiscal Year 2005
- **Claim for Reimbursement** – SM4213-C – Center Claim Form for Fiscal Year 2005

**Each different or additional designee must complete and submit a separate copy of this form.** A new form must be submitted for a replacement designee whenever an individual is no longer authorized. Each designated individual with Level 3 "Enter/Certify" security access rights has the authority to grant Level 1 "Read Only" or Level 2 "Enter/Edit" rights to other individuals within their organization.

Institution Name	CACFP Agreement Number
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**1. Designated Individual (Cannot be an employee of a Food Service Management Company)**

I agree that the user identification and password assigned to me is for my authorized use only, may not be shared, and all activity under my user ID is my responsibility. I further understand that by reporting CACFP data via the Internet, I am certifying that all information is true and correct, that records are available to support the data, and that is in accordance with the terms of the existing Application-Agreement.

Signature _____	Date _____
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\*A \_\_\_\_\_  
MEIS Account Number

Print Name	Telephone Number
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\*If you HAVE already established an MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE.

\*If you do NOT have an MEIS account number, go to: <http://michigan.gov/meis> and click on the MEIS User Management "System link (Logo) at the top of the screen. Then click on "Create an MEIS Account."

✓ Check below if you are a:

\_\_\_\_ **Replacement Designee** \_\_\_\_\_  
Print name of replaced designee to be removed from security access

**2. Level 3 "Enter Certify" Security Access Rights**

✓ Check the MEIS Application(s) and corresponding authority for the above named Designated Individual:

**MEIS Application:**

**Authority:**

____ <b>CNAP Center Sponsor</b> .....	Enter/Certify CACFP application information for centers
____ <b>CNAP Family Day Care Home Sponsor</b> .....	Enter/Certify CACFP application information for FDCH
____ <b>SM-4213-C Claim</b> .....	Enter/Certify CACFP center claim reimbursement data

**3. Authorized by Institution Official or Owner**

I attest that the above named individual has the authority indicated in Part 2.

Signature of Institution Official or Owner	Title
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Print Name	Date
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**4. Mail or Fax form to: Ruby Dixon, Michigan Department of Education, Grants Coordination and School Support  
PO Box 30008, Lansing, MI 48909 FAX: (517) 373-4022**

## **MEIS Applications: Adding Lower Level Access Rights**

If you decide within your organization to add people to view, print, enter or edit data for the claim form, status reports or application, lower levels of access can be created. The person with Level 3 (Enter/Certify) rights can grant Level 1 (Read Only) or Level 2 (Enter/Edit) rights to other individuals. Each of those individuals must have a MEIS account. Caution: only one MEIS account number per person is needed regardless of how many different applications they use on MEIS. If an account has been created, do not create another one. If an account has never been created, follow these steps:

- Go to <http://michigan.gov/meis>
- Click on the MEIS User Management System link (Key) on the top of the screen
- Click on “Create an MEIS Account” and follow instructions
- Print screen displaying MEIS Account number

### **CNAP (Child Nutrition Application Program)**

To add Level 1 (Read Only) or Level 2 (Enter/Edit) access rights within your organization, the person with Level 3 (Enter/Certify) submission rights for the Child and Adult Care Food Program application on CNAP must complete the following steps:

- On the Home page, click “View/Edit” under the listing for your organization
- On the Main Menu, scroll down to Administrative Options and click on “Add Users”.
- Scroll down to “Add Users to Application”.
- Under the User column enter the MEIS Account number, specify the application security level, and if applicable, assign the new user as an application contact.
- Dates of activity are optional. If desired, specify starting and ending dates in the Date Active and Date Inactive columns for each new user.
- Click “Save” to retain all entries and changes.

### **Claim Form (SM-4213-C)**

To add Level 1 (Read Only) or Level 2 (Enter/Edit) access rights within your organization, the person with Level 3 (Enter/Certify) rights for the Child and Adult Care Food Program claim form must complete the following steps:

- Click on the “User Management” link on the top of the Main Menu.
- Click on “Add a New Account”.
- Enter the MEIS Account number on the “Add Access” screen.
- Select the access level from the dropdown menu and click on “Proceed Verify”.
- Verify the information on the next screen and click “Add FNS Access”.
- The newly added user will appear on an “FNS Accounts” list (access can be removed at any time by clicking on the “Remove” link to the right of their name).

These users will then be able to access the application(s) on MEIS using the login and password assigned during the account creation process. They can view, print or enter data according to the access level granted by the certifier within your organization. Certification rights (Enter/Certify Level 3) can only be granted by the Security Administrator in the Grants Coordination and School Support office after a completed Security Access Form has been submitted.